



**Shelby County Sheriff's Office**  
Sheriff Mark H. Luttrell, Jr.

## **Neighborhood Association Check-List Sample Meeting Agenda**

**Call to Order**

**Prayer**

**Welcome**

**Reading of the Minutes**

**Financial Report-Assn dues**

**Security Issues Report**

- **Specific Crimes in the Neighborhood**
- **Crime Prevention-Public Safety Issue Lesson**

**Beautification Committee Report**

- **Trash and debris**
- **Vacant properties**
- **High weeds and grass**
- **Inoperable vehicles**

**Sunshine Committee Report**

- **New neighbors-Welcome basket and neighborhood assn brochure**
- **Neighbors who are ill**
- **Service work for shut-ins (yard work, odd jobs, done by the assn)**
- **Deaths in the neighborhood**

**Association Newsletter Report**

- **Articles about the neighborhood**
- **Spotlight on a "resident"**

**For NON-EMERGENCY Assistance: (901) 379-7625**  
**Shelby County Sheriff's Office-Public Affairs (901) 545-5532**  
**Shelby County Crime Prevention Division (901) 867-1401**  
**[WWW.shelby-sheriff.org](http://WWW.shelby-sheriff.org)**